

CONFIDENTIAL

8 JAN 1973

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending
5 January 1973

25X1A

1. Co-Op Program: Mr. James Godfrey, Director of Cooperative Education at VPI, visited [REDACTED] on 2 January 1973 for a general briefing on the Agency and our programs. Mr. Godfrey appeared to be enthusiastic about both.

25X1A

2. Recruitment: [REDACTED] attended a Minority Career Day at the University of Illinois at Urbana on 4 January 1973.

3. Position Management: The survey of Headquarters positions in [REDACTED] was completed last week and plans are now being developed to survey their [REDACTED] positions.

25X1A

25X1A

4. "Five Year" Letters--Retirement: Retirement Affairs Division sent out "five year" letters to 295 persons who are scheduled to retire in 1978. This figure includes letters to 25 contract employees. This is the first time that letters to contract employees have been included in the annual cycle of notification.

E 2 IMPDET C1 By 012752

CONFIDENTIAL

CONFIDENTIAL

5. Blood Donors: A total of 149 pints of blood were donated on 2 January. Only three individuals who arrived were deferred.

25X1A

6. Barbershops: As a result of negotiations between [REDACTED] the barbershops' concessionaire, and GSI and NPIC, the NPIC barbershop will be open three days a week commencing this week. On Mondays and Fridays there will be three barbers on duty in the Headquarters Barbershop.

/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

Distribution:

- 0 & 2 - Addressee
- 1 - IG
- ✓ - D/Pers Subject
- 1 - D/Pers Chrono

25X1A

OD/Pers/[REDACTED]dpm (8 Jan 73)

CONFIDENTIAL